

CM/ECF News



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Clerk's Corner

WOW! Three months on the CM/ECF system have come and gone. Big congratulations and thanks go to Scott McWilliams and his office for being the first to file anything electronically on our new system at 11:34 am on December 1. Other first-day filers include Brian Huckabee, Greg Colpitts, Gary Grisso, Gerald Miller, Mark Craige and Tom Matthews (listed by filing time). We appreciate all the "Early Adopters" who are willing to take chances and help us work the bugs out for everyone in these first few months.



Many lessons have been learned on the new system by attorneys and court users alike. We thank all of you for calling us when you experienced a problem and allowing us to learn as you learned and for your helping us iron out the wrinkles. The first few months really end up being a test of the system since we don't use all the items that you use and we don't file from the outside. Suffice it to say, I have heard many good words from the attorneys and legal assistants working on the system and nary a bad word. Please keep the communication coming. Our goal has been and continues to be to deliver a system that allows you to do your job more effectively and efficiently (including cost-efficiencies). If we are not doing this, we want to know so we can try to change the system to accommodate you. As you will read in this newsletter, we are currently updating our Administrative Procedures. Let us know where we can tweak them to make your experience in the system even better.

Hopefully everyone realizes that there is some give and take in the new process. It may take more time to do something, but there should be a time savings somewhere in return. We see that in the court as well. Our docketing procedures now take two to three times as long as they did on the old system – as those of you who have brought paper into the office can attest. We are gaining some efficiencies in the system as well so we will work with what we have and make it better.

Finally, for those of you who have colleagues who are not yet on the system, we have developed some guidelines for getting a login for the live system without having to come to training. It takes a little more time, there is no one to answer questions, and there are no CLE credits, but at least you can earn a login to the live system. An attorney who cannot come to training and is in a firm that already has another attorney in the live system can read the Administrative Procedures and complete a list of Computer Based Training modules (CBT's) to earn a live login. Attorneys who are out of state have this same option. Also, any attorney who is practicing – in good standing – on another court's CM/ECF system can apply for a login without coming to training and without completing the CBT's. Interested attorneys should send an email to the help desk at cmecf@oknb.uscourts.gov.

Thanks for helping us with the monstrous project,

Michael Williams
Clerk of Court

3-column Creditor Mailing Labels

After many requests, the Clerk's Office has installed a program to enable users to print the Creditor list on 3-column labels.

This program may be accessed through **Utilities – Mailing Labels by Case**. The report is automatically printed to .pdf file, and can be viewed and printed after clicking on the link. The system was written for Avery #5160 labels or the equivalent.

There is no PACER fee for viewing and/or printing these labels!!

Signature on documents

Per the Administrative Procedures, any document being filed on-line that requires a signature by the debtor or party filing the document must be signed prior to filing on the CM/ECF system. The signature line of the document being filed should be noted on the document as "s/Name".

If the document only requires a signature by the attorney filing the document, the attorney's login and password into the CM/ECF system constitutes their signature. To assist those needing to print documents to serve, it would be beneficial to have the attorney's name on the signature line denoted as "s/Attorney Name."

Don't waste your money!

The creditor list for every case lists the U.S. Bankruptcy Court as a creditor. We are receiving notices from attorneys that are serving the creditor list.

Please do not send any notices to the U.S. Bankruptcy Court when noticing the creditor list.

Save that postage and don't serve us!



Certificate of Service

Per our Local Rules, when filing a Certificate of Service, the first page of the document being served must be attached to the Certificate of Service, along with the Notice of Electronic Filing. If the item being served is a text only entry, the Notice of Electronic Filing will be the only item required.

Cheat Sheet

Ever wonder where an event is located? Help is here...A “Cheat Sheet” has been developed that lists all events in the system in alphabetical order.

The Cheat Sheet can be found on the left hand side of the CM/ECF training page of our website at: <http://www.oknb.uscourts.gov/cmecf/index.htm>

Mailing Information for a Case

To obtain information on what parties/attorneys will be served electronically prior to filing a pleading, click on:

Utilities – Mailings – Mailing Info for a Case.



Relating documents

When filing amended pleadings, answers, objections, responses, requests for entry of order, etc., please be sure to relate your document to the document that you are amending, answering, etc.

Give us the details, please!

Whenever you are filing a Motion that identifies property, please specify that property within the text box provided. For example, if you are filing a Motion for Relief from Stay on a 2001 Ford Mustang, please note that, along with any VIN #s as appropriate.

Entry of Appearance

When filing an Entry of Appearance, please remember that the address being added during filing is the address that the notices will be sent. If you would like the notices to be sent to you, please add c/o attorney name and address instead of the creditor's address.

Attention E-Z Filing Users

When filing a new case with aliases, please do not key in the type (aka, pka, etc) of alias in the text box. Doing so makes it impossible to search on that alias name and it is even difficult for us to edit that information.

CM/ECF Help Desk

By this time, most of you are familiar with the CM/ECF Help Desk. I hope that you are getting your questions answered and are getting a call back in a reasonable amount of time. Please continue to call or e-mail the Help Desk for any questions or concerns that you may have. Placing a call to an individual may not provide you with an expedited returned call if that person is not in the office that day. We currently have 4 people assigned to answer the Help Desk, which should provide you with better odds of getting a live person on the end of the phone.



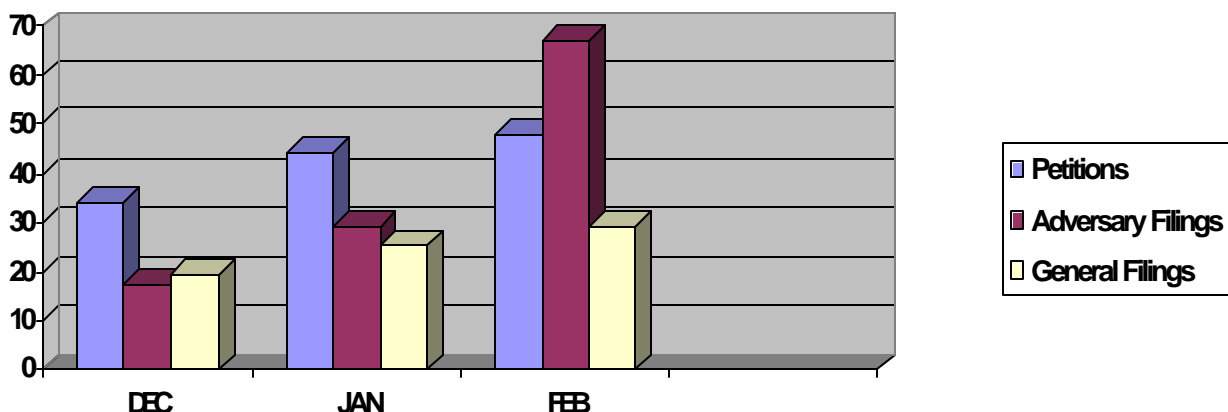
Input?

We are in the process of updating the Administrative Procedures. Please review the current procedures and let us know if you have any suggestions.

Please send any comments or suggestions to: okclerk@oknb.uscourts.gov

Also, if you have any suggestions for future newsletters, please e-mail those to: cmecfhelp@oknb.uscourts.gov

Electronic Filing Statistics



Thank you for making our first 3 months so successful!

Contact Us!
CM/ECF Help Desk : 918-699-4072
cmecfhelp@oknb.uscourts.gov